

MEMORANDUM

Date: February 14, 2006
To: Town Civic Organizations
From: Alan H. Bergren, Town Manager
RE: Meeting Space Information Packet

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At the request of the Town Council, please be advised of meeting space available in public buildings:

1. **Community Center - Community Room**

Scheduling is through the Public Library Director @ 267-6621

2. **Senior Center**

*By Council direction, this is no longer available.
The Center is dedicated to senior citizens programming only.*

3. **Schools**

All four schools are available. Scheduling is done through the Principal's Office at the respective schools. See attached information packet.

School phone numbers are as follows:

High School - 365-4030
Middle School - 365-4060
Center School - 365-4050
Memorial School - 365-4020

Cc: Town Council
William D. Troy, *Superintendent of Public Schools*
Kevin M. Reich, *Director of Administration and Curriculum, Public Schools*
Susan M. Berescik, *Public Library Director*
Jo Ann H. Ewing, *Senior Center Director*

APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES

1. Requesting Organization/Sponsor Group: _____		Date submitted: _____	
2. School/Facilities Requested (circle one) High School Middle School Center School Memorial School			
Type of Space Required (Cafeteria, Gymnasium, Classrooms, etc.): _____			
Custodial or Cafeteria Staff Required: _____			
Organizations may be required to show proof of insurance to cover a minimum liability of \$1,000,000 for personal injury unless waived by the Board of Education and/or the Superintendent of Schools.			
3. Please be sure to check any equipment you anticipate needing. Equipment <u>will not</u> be provided the day of the event unless indicated here. Equipment fees may be assessed:			
_____ Microphones		_____ Other A.V. Equipment	
_____ Lighting		_____ Extension Cords	
_____ Art Supplies		_____ Music Equipment	
		_____ Projection Equipment	
		_____ Industrial Arts Tools & Supplies	
		_____ Tables	
Any additional requests: _____			
4. Date(s) of use: _____		Long-term use of Facility--	
Times: _____ From: _____ To: _____		Day of the Week: _____	
		Times: _____ From: _____ To: _____	
5. Approximate number of persons to use facilities: _____			
6. Reason(s) for event: _____			
7. Is an admission fee to be charged, collection to be taken or goods sold? _____			
8. If so, state purpose of funds collected. _____			
<u>The Board of Education reserves the right to reject any or all requests when such action is deemed in the best interest of the school district. This is only an application. A contract will be sent when the event is approved.</u>			
All applicants for use of school facilities shall hold the East Hampton Board of Education free and without harm from any loss or damage liability, or expense that may arise during the use of the building or be caused in any way by such use or occupancy of school facilities.			
Organization: _____		Phone: _____	
Address: _____		Date: _____	
Name of Contact for Organization: _____		Phone: _____	
(Please print or type)			
For Administrative Purposes Only:			
Facilities/Services Requested		Availability	
Signature of School Principal: _____		Date: _____	

Board Revised – __/00, 11/91, 04/84, 08/80

Copies: White – Central Office, Yellow – Building Principal, Pink – Head Custodian, Goldenrod - Applicant

RENTAL AGREEMENT

APPLICANT INFORMATION	
Organization Name:	
Applicant Name and Address:	
Telephone:	
Organization Type (please check one):	Non-profit:
Profit:	Charitable Service:
Insurance Certificate:	Required:
	Waived:

FACILITY INFORMATION	
Facility Name and Address:	
Scheduled Activity:	
Location(s) Within Facility:	
Date(s) of Event:	
Time(s) of Event:	
Required Staff	Number Required
Custodial Coverage	0
Cafeteria Coverage	0
Police Coverage	0

NOTES

FEES	
Facility Use Fee:	
Custodial Coverage Fee:	
Cafeteria Coverage Fee:	
Police Coverage Fee:	
Utility Fee:	
Total Fees	\$

Every effort should be made to pay East Hampton Public Schools and Town of East Hampton employees on the date of the event. Should payment not be made on the date of the event, it is expected to be made no later than five (5) working days after the date of the event.

I, the undersigned, agree to abide by the regulations, as attached, for the use of the designated facility. I further agree to pay service fees outlined within this contract, and further agree to abide by the regulations for the use of school facilities as attached.

To ensure the availability of the facility requested, I understand that I must return this rental agreement, signed, with proof of insurance unless waived by the East Hampton Board of Education and/or the Superintendent of Schools.

Signature of Applicant	Date
Name of Applicant (please print)	Title (if applicable)
APPROVED BY:	
Kevin M. Reich Director of Curriculum & Administrative Services	Date

**REGULATIONS FOR THE USE OF
SCHOOL FACILITIES
East Hampton Schools**

1. Application Filing Procedure:

- Application/permit form (hereinafter "application") must be completely filled out (as applicable) and submitted not later than two (2) weeks prior to the first date of use. Application for use during school vacation periods is requested as early as practical to permit scheduling, where possible, in conjunction with seasonal maintenance programs.
- Four (4) copies of the application are to be completed, signed by the responsible person of the requesting organization and forwarded to the principal of the school for which application is made. The application signed by the principal and, if required, a rental agreement signed by the Superintendent will be returned to the applicant denoting the ability of the facility and the cost, subject to the rules and regulations of the Board of Education.

2. Rental Fees:

- There will be no rental fees charged to local non-profit, charitable-service or educational-service organizations for the use of school facilities.
- There shall be rental fees charged for building uses not outlined above in accordance with the fee schedule established by the East Hampton Board of Education, unless waived by the East Hampton Board of Education and/or the Superintendent of Schools.
- *Organizations using the buildings will be required to pay for custodial coverage if needed outside of regular custodial hours or if special custodial coverage is necessary. In addition to the applicable custodial fees, all profit-making organizations shall be responsible for payment of a \$10 shift stipend per custodian. Two (2) custodians will be assigned to each event. Organizations using the kitchen will be required to pay one or more members of the regular cafeteria staff if such personnel are required. Police coverage, if required, shall be paid by the organization. The East Hampton Board of Education reserves the right to waive any of the above fees.*

3. Liability:

- All applicants for use of school facilities shall hold the East Hampton Board of Education free and without harm from any loss or damage liability, or expense that may arise during, or be caused in any way by, such use or occupancy of school facilities. In the event that property loss or damage is incurred during such use or occupancy of school facilities, the amount of damage shall be decided by the Superintendent of Schools and approved by the East Hampton Board of Education. A bill for any such damage shall be presented for prompt payment to the organization using or occupying the facilities during the time the loss or damage was sustained. Events that have large group participation may

be required to show proof of insurance to cover a minimum liability of \$1,000,000 and the East Hampton Public Schools/Board of Education shall be shown as an additional insured on the Lessee's insurance policy for personal injury, unless waived by the East Hampton Board of Education and/or the Superintendent of Schools.

4. Restrictions:

- The renting organization must agree to be responsible for the conduct of all persons in the attendance at the activity. Adequate adult supervision shall be provided for all minor children before, during and after all functions.
- No organization may use the building beyond 12:00 midnight except by special arrangement.
- Persons attending any function must confine themselves to the areas assigned for their use.
- Smoking is prohibited.
- Sale and use of alcoholic beverages is prohibited inside the school building or on school property. Narcotics or other drugs are prohibited on school property.
- Refreshments may be served only by prior arrangement and agreement with school authorities.
- Decorations, exhibits, or scenery shall be approved prior to the event by the building principal.
- No school equipment or property shall be moved without prior approval of the school principal.
- Pianos, audio-visual equipment, public address system, and other special equipment may only be used with prior approval from the school principal.
- All storage and removal of organizational equipment or material shall be approved by the school principal prior to the date of the event.
- Classroom materials and the contents of student and teacher desks are off limits.
- Controls for heat, ventilation and lights as well as movement of athletic equipment shall be controlled by the custodians.

The East Hampton Board of Education reserves the right to reject any or all requests when such action is deemed in the best interest of the East Hampton Public School system.